

CITY OF HILLSBORO, OHIO
ORDINANCE NO. 25-20

**AN ORDINANCE TO ADJUST COMPENSATION FOR CERTAIN CITY EMPLOYEES
AND DECLARING AN EMERGENCY**

WHEREAS, the City of Hillsboro desires to adjust compensation for certain non-union city employees; and

WHEREAS, Council desires to repeal all previous ordinances regarding the compensation for certain non-city employees.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HILLSBORO, STATE OF OHIO WITH A 2/3 OF ALL COUNCIL MEMBERS CONCURRING THAT:

SECTION 1: All previous ordinances regarding compensation of non-union employees, establishing the schedule of authorized non-union employees is hereby repealed, effective at the earliest date allowed by law.

SECTION 2: Section 34.30 of the Hillsboro City Code of Ordinances is amended to read as follows:

Section 34.30 SCHEDULE OF AUTHORIZED POSITIONS AND RATES OF
COMPENSATION

(A) The following classifications of pay ranges are established for appointed officials:

Safety-Service Director	\$ 75,000 to \$ 90,000
Chief Building Official / Plans Examiner	\$ 65,000 to \$ 85,000
Tax Administrator	\$ 50,000 to \$ 60,000
Recreation Parks Director	\$ 52,000 to \$ 66,560

(B) The following classifications are hourly pay ranges established for non-union Civil Service Employees and shall receive compensation as provided herein based upon a pay schedule as determined by the Auditor but no fewer than twenty-six weeks (26):

POLICE DEPARTMENT (not subject to collective bargaining)

Administrative Assistant to the Chief	\$ 23.00 to \$ 29.00
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Chief	\$ 65,000 to \$ 75,000*
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*Plus an additional \$20,600 per year for Systems Administrator

Captain	\$ 55,000 to \$ 65,000
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SUPERINTENDENTS / SUPERVISORS

Water Plant Superintendent	\$ 65,000 to \$ 70,000
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Waste Water Superintendent	\$ 65,000 to \$ 70,000
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Utility Office Manager	\$ 50,000 to \$ 60,000
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Public Works Superintendent	\$ 75,000 to \$ 90,000
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ADMINISTRATIVE

Administrative Assistant I	\$ 23.00 to \$ 29.00
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Administrative Assistant II/Building	\$ 17.50 to \$ 23.00
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Department

Administrative Assistant II/HR	\$ 17.50 to \$ 23.00
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Systems Administrator	\$ 19.50 to \$ 30.50
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Administrative Assistant I/Economic Development Coordinator/ Grant Writer	\$ 23.00 to \$ 35.00
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AUDITOR

Auditor I	\$ 23.00 to \$ 29.00
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Auditor II	\$ 17.50 to \$ 23.00
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Auditor III	\$ 11.50 to \$ 17.50
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TAX

Deputy Tax Administrator	\$ 17.50 to \$ 23.00
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Deputy Tax Administrator (1)	\$ 17.50 to \$ 23.00
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UTILITY OFFICE

Utility Office Clerk I	\$ 17.50 to \$ 23.00
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Utility Office Clerk II	\$ 17.50 to \$ 23.00
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Meter Reader	\$ 17.50 to \$ 23.00
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WATER AND WASTEWATER LICENSED OPERATORS

Class A (3)	\$ 29.00 to \$ 32.00
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Class B (2)	\$ 26.00 to \$ 29.00
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Class C (1)	\$ 23.00 to \$ 26.00
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Unlicensed Operator	\$ 17.50 to \$ 23.00
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LABOR POOL

Crew Leader	\$ 23.00 to \$ 29.00
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Equipment Operator	\$ 21.00 to \$ 27.00
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Laborer	\$ 17.50 to \$ 23.00
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Custodian	\$ 17.50 to \$ 23.00
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Code Enforcement	\$ 17.50 to \$ 23.00
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Code Enforcement/ Meter Reader	\$ 23.00 to \$30.00
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Part-time employee	Minimum Wage
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LAW DIRECTOR

Assistant Law Director	\$ 25,000 to \$ 30,000
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Victim Rights Director	\$ 41,600 to \$ 52,000*
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*Plus an additional \$30,000 per year for Paralegal (Criminal and Civil)

Paralegal- Civil	\$ 10,000
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Paralegal- Criminal	\$45,000- \$55,000
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MUNICIPAL COURT

Clerk/Court Administrator	\$31.00 - \$40.00
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Deputy Clerk I	\$25.00 - \$30.00
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Deputy Clerk II _____ \$19.00 - \$24.00 _____

Security Officer/Bailiff _____ \$25.00 - \$35.00 _____

(C) RAISES- Employees will receive increases at the supervisor's discretion.

1. All positions will receive the cost-of-living raise based on current rate of pay. Raises are based on merit and at the discretion of the department head or the Safety Service Director, Mayor, City Auditor, Law Director or Municipal Court Judge. All percentage raises will be based upon the amount of funds available.

2. For all employees exceeding this pay range they will be given a 3% cost of living raise based on merit and the amount of funds available.

(D) LOYAL EMPLOYEE RAISE- Raises for loyal employees, hourly or salary, are as follows:

1.5% above the annual budget raise, for each milestone of service, 10 years, 15 years, 20 years, 25 years and 30 years. This will not take effect until 2024 and this raise will not be retroactive.

(E) GENERAL INFORMATION

1. All new hires for an unfilled non-union civil service position are subject to a six-month probationary period.

2. Any overtime or compensatory time shall be approved in writing by the department heads, with the exception of the department heads themselves. The department heads overtime or compensatory time shall be approved in writing by the Safety Service Director, Mayor, City Auditor, Law Director or Municipal Court Judge.

3. All city employees shall be paid bi-weekly. All provisions herein may be adjusted by City Council in the form of ordinances from time-to-time as it is necessary to provide for an increase in the cost of living.

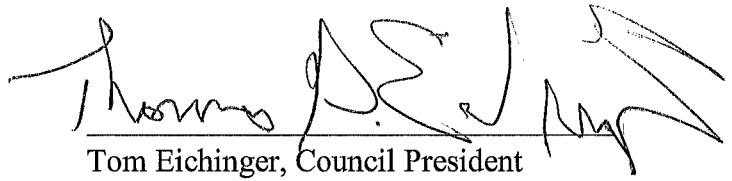
SECTION 3: The pay rates in this Ordinance shall take effect immediately.

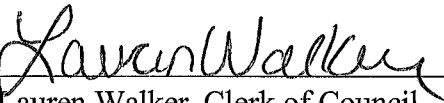
SECTION 4: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5: This Ordinance is declared to be an emergency measure, and Council has dispensed of three necessary readings and is essential to the immediate preservation of the public

health, safety, and welfare of the residents of the City of Hillsboro, Ohio, to immediately address employee compensation in a timely manner, and shall become effective at the earliest date allowed by law.

Passed this 14th day of August, 2025.


Tom Eichinger, Council President

Attest: 
Lauren Walker, Clerk of Council

Approved: _____
Justin Harsha, Mayor

Date: _____

Prepared by the City Law Director.